

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**GROUNDSKEEPER**

**JOB DESCRIPTION**

Employees in this job oversee and perform maintenance and landscaping duties at state facilities and ground areas.

There is one classification in this job.

**Position Code Title – Groundskeeper-E**

Groundskeeper E8

This is the experienced level. The work requires considerable working knowledge of motorized equipment and hand/power tools in order to perform grounds work activities. The employee oversees the work of laborers, equipment operators, seasonal employees, and/or prisoners, and uses judgment in making decisions related to the work.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assigns work to laborers, seasonal employees, and/or prisoners; reviews job performance by observing and critiquing work techniques and completed assignments.

Trains crew in the work involved in landscaping and maintenance of grounds.

Cleans, repairs, and services all equipment used in grounds maintenance such as mowers, tractor/trailers, dump trucks, front-end loaders, high-lift fork trucks, wood chippers, snow plows, salt spreaders, and a variety of hand/power tools.

Plants and trims lawns, trees, bushes, hedges, and shrubs using hand tools or motorized vehicles.

Landscapes new ground areas, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees.

Cares for and maintains seed orchards. Produces and cares for nursery stock; fertilizes soil when needed for plant growth; plants flowerbeds.

## **GROUNDSKEEPER**

### **PAGE No. 2**

Applies herbicide and pesticide chemicals to grounds, trees, bushes, shrubs, and lawns in order to control plant diseases and insects.

Removes snow from sidewalks and parking lots, and spreads salt on sidewalks and parking lots during icy conditions.

Orders supplies for all aspects of the grounds keeping; e.g., equipment parts, blades, herbicides, pesticides, flowers, bushes, or trees.

Drives vehicles such as a car, truck, or van to pick up supplies and materials

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Considerable knowledge of methods of landscaping.

Considerable knowledge of material equipment and hand/power tools.

Considerable knowledge of the occupational hazards and safety precautions applicable to grounds keeping and maintenance work.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of the proper use of chemicals, fertilizers, and pesticides.

Considerable knowledge of cultivation, weed control, seeding, and planting of trees, seed orchards, and nursing beds.

Ability to lead, instruct, and train others in the work.

Ability to train and instruct others in the operation and proper use of equipment.

Ability to communicate effectively.

Ability to maintain records.

#### **Working Conditions**

Job requires the ability to use common hand tools and operate motorized equipment and vehicles.

Job requires that the employee drive a vehicle such as a car, truck, or van to pick up supplies and materials.

## **GROUNDSKEEPER**

### **PAGE No. 3**

Job requires the ability to work under extreme hot or cold weather conditions, with excessive dust or dirt.

Job requires considerable knowledge of motorized equipment and hand/power tools.

### **Physical Requirements**

Job requires the ability to stand, walk, and bend for long periods.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

Two years of experience as a farmer, gardener, florist helper, groundskeeper, senior level laborer, or similar work involving the planting and maintenance of vegetation.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this class series may also be assigned duties that require the application of pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
GROUNDKPR	Groundskeeper	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Groundskeeper	GROUNKPR	A31-015